








Cisco IP Phone 7942G User Quick Reference









For further enquiries, please

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Feature	Description	Instructions
Internal Call	Place an internal call	Dial 5-digit extension number
External Call	Place a local external call	Dial "9" + phone number
Call Transfer	Transfer a call to another colleague	Press [Transfer] softkey > Dial extension number > Press [Transfer] softkey
	Reconnect to the original call if the transfer line is busy or has no answer.	Press [EndCall] and [Resume] softkeys
Conference Call	Talk simultaneously with up to 7 other parties	Press [More] and [Confrn] softkeys > Dial extension number* (or "9"+ external phone no.) > Press [Confrn] softkey again <i>* If the line is busy or has no answer, press [EndCall] and [Resume] softkeys.</i>
	Remove a party from the conference	Press [ConList] softkey to select a party and [Remove] softkey to remove
Call Waiting	If a new call comes when you are on another call, you will see incoming call information on screen	Press [Answer] softkey to answer the incoming call
Call Hold	Place a call on hold during a call	Press [Hold] softkey > Press [Resume] softkey to resume the call
Call Park	Park (temporarily store) a call and then pick up the call on another extension number	Press [Park] softkey > A "Park No." will be shown on screen > Enter the "Park No." on another IP Phone to retrieve the call
Call Pickup	Answer a call that is ringing on another phone within your group	Press [PickUp] and [Answer] softkeys
	Answer a call that is ringing on a phone outside your group	Press [GPickUp] > Enter Pickup Group no. > Press [Answer] softkey

Call Back	Allows you to receive audio and visual notification on your phone when a busy extension becomes available	Press [Callback] and [Exit] softkeys > Message will be shown on your phone when the busy extension becomes available > Press [Dial] softkey to call back the extension
Call Forward	Redirect all calls to another extension number when you are not in office	Press [CFwdAll] softkey > Enter extension number > Screen will show  and "Forwarded to xxxxx"
	Cancel call forwarding function	Press [CFwdAll] softkey
Immediate Divert	Send a call to voicemail system	Press [iDivert] softkey
Voicemail	Red light on the handset lights up if there is a voicemail message. Access voicemail system to hear voice messages.	Press [ > and follow the voice instructions
Call Logs	View call history and dial from call log (A max. of 100 records is stored in each log)	Press [ > Choose [Missed Calls] / [Received Calls] / [Placed Calls] > Press [Select] softkey > Select a record and press [Dial] softkey or lift the handset to call
Corporate Directory	Search for extension number by name	Press [ > Select [Corporate Directory] > Enter search criteria > Press [Search] softkey > Select a number from the listing > Press [Dial] softkey to dial
Personal Directory (a.k.a. Personal Address Book, PAB)	Create a PAB (with up to 500 entries) that you can access on phone set	Login CISCO Unified CallManager (web access) to create entries for PAB. Refer to its user guide for details.
	Sign in the PAB on phone set	Press [ > Select [Personal Directory] > Enter <u>User ID</u> and <u>PIN</u> > Press [Submit] softkey > Choose [Personal Address Book] > Press [Select] Softkey
	Search for an entry and dial from PAB	Sign in the PAB (repeat the above sign in steps) > Enter information for "Search Criteria" > Press [Submit] softkey > Select an entry from listing > Press [Select] softkey > Press [Dial] softkey to dial
Speed Dialing	Enter an index code, press a button, or select a phone screen item to place a call* (rather than dialing the number manually) <i>* This feature can set up in CISCO Unified CallManager (web access) only.</i>	Press the corresponding feature button on the left of the screen to start calling
Abbreviated Dialing	Assign Abbreviated Dialing Code (1-99)* and use the code to place a call (rather than dialing the number	Dial the Abbreviated Dialing Code > Press [AbbrDial] softkey

	manually) * This feature can set up in CISCO Unified CallManager (web access) only.	
Setting of Phone Set	<u>Speaker</u> Feature options: On and Off	Press  or [New Call] softkey to turn on speaker. Press  again or [EndCall] softkey to turn it off.
	<u>Mute</u> Mute the microphone during a call	Press  to turn Mute on. Press  again to turn Mute off.
	<u>Contrast</u> Adjust contrast on screen	Press  > Select [User Preferences] > Select [Brightness] / [Contrast] > Press [Up] / [Down] to adjust contrast > Press [Save] softkey to confirm
	<u>Ring Tone</u> Apply different ring tone to different phone line	Press  > Select [User Preferences] > [Rings] > Choose a phone line or the default ring setting > Press [Play] to play a sample of ring type > Press [Select] and [Save] to use it
	<u>Volume</u> Adjust volume level for handset/headset/speaker and ringer volume	When handset/headset/speaker is in use, press  to adjust volume level. When the phone is idle, press  to adjust ringer volume.
Redial	Call the most recently dialed phone number	Press [Redial] softkey > Pick up the handset

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Last Update: January 2012

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